

BOARD OF ADJUSTMENT (Timeframe: 2 months)

Applicant is denied permit , because it does not meet zoning standards.

Property owner is cited for construction which does not meet zoning standards.

Applicant conducts meeting with Project Coordination Manager in preapplication meeting.

If applicant believes they can meet the full tests for a variance, they prepare materials given to them by Project Coordination Manager.

Applicant submits for a variance.

Staff reviews to assure submittal is complete.

Hearing date is assigned.

Public notice is prepared and distributed.

Project Coordination Manager prepares report and recommendation.

Board of Adjustment conducts public hearing.

If approved, variance granted.

Applicant or City Council may appeal decision through the Superior Court.

